
From: Carlin, Jayne
To: allison.castellan@noaa.gov
Sent: 7/23/2014 5:07:13 PM
Subject: RE: OR CZARA Issue Briefing Paper Template

Hi Allison,

Give me a call today at (Ex. 6 - Personal Privacy) today or tomorrow at the office. As a results of the CZARA call with the contractors, I have something I need to follow up with you (has to do with organization)

Thanks!

Jayne

From: Allison Castellan - NOAA Federal <allison.castellan@noaa.gov>
Sent: Wednesday, July 16, 2014 5:57 AM
To: Carlin, Jayne
Subject: Re: OR CZARA Issue Briefing Paper Template

Jeff returns from (Ex. 6 - Personal Privacy) on Thurs. July 31st for the remainder of that week and the following, he currently doesn't appear to have any conflicts on his calendar from 12 or 1 pm ET.

BTW--I'll be on travel 7/28 through 8/1 so won't be able to participate in our call on Tues that week (will be on a plane at that time).

On Tue, Jul 15, 2014 at 6:41 PM, Carlin, Jayne <Carlin.Jayne@epa.gov> wrote:
Hi All,

As agreed during the meeting today, I developed a template for preparing a briefing paper on those issues that we are elevating to our management. See below. Feel free to critique and/or use. We'll discuss during next week's meeting.

1. Issue Statement: What problem or issue needs to be resolved? Describe the issue and clearly state the decision that needs to be made by management.
2. Background: Provide background information needed by management in order to make the decision. What are the impacts or significance of the issue? What are the constraints? Who is impacted by the issue? What are the risks of not resolving the issue? When does the decision need to be made? Keep concise (less is more) and include graphics as appropriate. You can include additional information in attachments or wait to answer questions during the briefing.
3. Action Options & Recommendation: What are the options and how do these options address the issue? Discuss the pro's and con's and consequences of the various options. What are the opposing arguments (whether they've been made or could be made). Financial implications? Precedent implications? Political implications? Make a recommendation and explain why you are not recommending alternatives. If you don't have one recommendation or the team cannot agree on one recommendation, then describe the alternative options.
4. Conclusion/Next Steps: If relevant, describe how the recommendation would need to be implemented (decision-maker, communications strategy, timeframe, additional information needed).

Hope this helps!

Jayne

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<http://www.epa.gov/r10earth/tmdl.htm>

From: Carlin, Jayne

Sent: Monday, July 14, 2014 3:06 PM

To: Waye, Don; Wu, Jennifer; allison.castellan@noaa.gov; Solloway, Chris; Parry, Roberta; Croxton, Dave; Henning, Alan; Flahive, Katie; Rueda, Helen; Melissa Rada - NOAA Affiliate

Cc: 'joelle.gore@noaa.gov'; Hall, Lynda; Psyk, Christine

Subject: OR CZARA Agenda for July 15 Call with Focus on Forestry/Riparian (10 AM WA/OR or 1 PM DC
Non-Responsive or Dave's Office)

OR CZARA with Focus on Forestry: Riparian

July 15 at 10 AM WA/OR or 1 PM DC

Non-Responsive or Dave's Office

Agenda

Updates

- Status on legal, landslides, OSDS, new development, pesticides, general, ag, other
- Status of draft written bimonthly update to NWEA
- Follow-up on Ag Review: MMs Met given new info vs. additional MMs needed?
- Other?

Forestry: Riparian Review

Action Items/Next Steps

Upcoming Meetings

- July 22: Forestry: Roads
- July 29: Outstanding issues; questions/issues to be raised to t-up for mgt or legal
- Aug 5: Outstanding issues; questions/issues to be raised to t-up for mgt or legal
- Aug 12: Prep for Managers Call: T-up issues that need to be elevated based on review of draft rationales/response to comments to date
- Aug 14 Managers Call
- Aug 19: Follow up from managers call; discuss any follow up issues that still need to be resolved based on review of draft rationales/response to comments to date
- Aug 26: Linger issues based on consolidated response to comments and decision rationale.

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